

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 18, 2011 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, M. Fischer, L. Thorogood, P. Simons & S. Wildeboer

CAO R. Stoutenberg
Assistant CAO G. Switenky

Press (3)

Absent: Councillor D. Bachman

Call to Order: Mayor D. Richards called the meeting to order at 6:30 p.m.

Mayor Richards welcomed the new reporter at the Stettler Independent Julie Bertrand to the meeting. He also thanked outgoing reporter Richard Froese for his quality reporting work and wished him well in his new reporting position in north western Alberta.

Councillor Campbell, on behalf of dialysis patients in the Stettler area, thanked Mayor Richards for his persistent effort with Alberta Health Services to ensure this valuable medical service is available in Stettler.

1/2. **Agenda Additions/Approval:**

Motion 11:01:09 Moved by Councillor Thorogood to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 4, 2011

Motion 11:01:10 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on January 4, 2011 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 4, 2011 Meeting Minutes

None

4. **Citizen's Forum:** (a) No one was present at the Citizen's Forum

5. **Delegations:** (a) 7:00 P.M. – MP, Kevin Sorenson – Discussion re:

1. Gas Tax Program
2. Future Projects
 - SRC/Library Funding
 - Seniors Centre Funding
 - Red Willow Creek Culvert Replacement Funding
3. Federal Institutional Opportunities or Programs/Services
4. Other?

This item was dealt with later in the meeting.

6. Administration: (a) 2011 Capital Budget

CAO R. Stoutenberg advised that a Council resolution is required to adopt the Town's 2011 Capital Budget. The listed items/projects have been reviewed and recommended at the Capital Budget Session held on January 4, 2011. The total amount of expenditures included in the 2011 Capital Budget is \$6,359,960.

CAO R. Stoutenberg emphasized that the 2011 Capital Budget capitalizes on the availability of historically low construction costing, maximizes the use of available grants, does not create any new debt, and saves a significant amount for valuable community projects in the future.

He further acknowledged that some of the Capital items/projects are approved subject to various administrative decisions/conditions.

It was also noted that many capital purchases will individually come back before Council for ratification in accordance with spending authority limits set out in the Town's Purchasing/Tendering Policy.

Mayor Richards thanked Members of Council and Administration for engaging in a cooperative and effective capital budget process. He concluded that that the 2011 Capital Budget, as presented is appropriately responsible for our community and a good balanced between spending and saving for our future.

Motion 11:01:11

Moved by Councillor Fischer that the Town of Stettler Council approve the 2011 Capital Budget with capital expenditures totaling \$6,359,960.

MOTION CARRIED
Unanimous

(b) Memo re: Paving of Hospital Parking Lane

CAO R. Stoutenberg advised that Administration has requested cost estimates to pave the hospital's oversize vehicle parking lane (created in 2010 and adjacent to 47 Avenue along the south side of the existing hospital parking site) as follows:

Removal of existing millings	315 sq.m @2.00sq.m	\$ 630.00
Prime Coat	315 sq.m @1.80sq.m	\$ 567.00
75mm asphaltic concrete	315 sq.m @25.00sq.m	\$7,875.00
Line painting	142.5 lin.m @3.00 lin.m	<u>\$ 427.50</u>
Subtotal		\$9,499.50

This cost estimate is based on Public Works removing the millings and completing the line painting, and having the Paving Program contractor complete the asphalt work.

Discussion ensued respecting whether line painting is necessary to identify this expanded parking lane. It was mutually agreed that Administration will take Council's comments into consideration once the snow is gone and the asphalt has been laid.

Motion 11:01:12

Moved by Councillor Thorogood that the Town of Stettler Council approve the cost estimates to pave the hospital's oversized vehicle parking lane adjacent to 47 Avenue at a cost of \$9,499.50.

MOTION CARRIED
Unanimous

(c) Memo re: Pathway and/or Sidewalk Connection around the Hospital

CAO R. Stoutenberg advised that Administration has had an opportunity to review a request for additional sidewalk and/or pathway connection around the hospital.

Discussion commenced respecting whether the actual construction of any connecting pathways should be delayed; until such time as Alberta Health Services has approved and communicated its capital intentions, time horizon, and the overall scope of future Hospital upgrades/site utilization in Stettler.

It was mutually agreed that there are several options available to provide safe pedestrian traffic and these options will be reviewed in more detail in the spring.

(d) Joint Town, County & Villages Meeting – January 24, 2011 2:00 P.M. at the SRC

Mayor Richards advised that in the past it has worked well when a Member of Council or another key person introduces and leads discussion of the Town's agenda items.

The Town's agenda items were briefly reviewed with Mayor Richards requesting/assigning Members of Council to lead discussion of specific agenda items at the joint meeting.

- Disaster Services Training
- Library Budget Presentation
- SRC Design Funding
- Fire Hall Parking Lot
- Seniors Centre
- Supper 5:00 p.m. at the SRC

It was mutually agreed that Physician Recruitment Continuity and Primary Care Facility Development should be added to the agenda for discussion.

CAO R. Stoutenberg advised that Council should have a pre-meeting commencing at 1:00 p.m. to finalize any last minute concerns. It was mutually agreed to do so.

(e) Memo re: Entrance Signs

This item was dealt with later in the meeting.

(f) 2009 Financial Statements

Assistant CAO G. Switenky presented and reviewed the financial results included in the Town's 2009 Consolidated Financial Statements and 2009 Municipal Financial Information Return.

In addition, the following documents were presented for Council's review: the Auditors' Reports (2), a Statement of Independence by the Auditor, a Management Letter to Council, and a Statement of audit aspects believed to be of interest to Council.

Both Auditors' Reports state that in the Auditors' opinion the Financial Statements present fairly, in all material respects, the financial position of the Town at December 31, 2009 in accordance with Canadian Generally Accepted Accounting Principles (GAAP) for municipal governments, and/or in accordance with accounting principles prescribed by the Minister of Alberta Municipal Affairs.

It was highlighted for Council's information that there were no concerns identified by the Auditors in the Management Letter.

Assistant CAO G. Switenky briefly reviewed some of the changes in presentation due to the new Tangible Capital Asset (TCA) reporting requirements. He further explained that the Town has received an extension from the Minister of Municipal Affairs to submit these statements late due to TCA reporting requirements.

He also explained that the Town's operating and capital budgets are not prepared in accordance with GAAP rather they are prepared and presented separate from each other, and follow a modified cash method. For budget purposes a modified cash method, including reserve/fund transfers, is used because the underlying purpose of municipal budgeting is to calculate and impose taxes on property rather than to report "Consolidated" organizational financial results. However he noted that approved budget figures are required to be included on the audited consolidated statements for comparative purposes.

Discussion ensued respecting the general understanding of the capital valuation processes associated with TCA reporting, and the required reporting presentation of Net Financial Assets (Debt) on the Consolidated Statement of Financial Position.

Motion 11:01:13

Moved by Councillor Thorogood that the Town of Stettler Council accept the 2009 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2009 as presented, including correspondence from the Auditor as follows:

1. A statement communicating the independence of the Auditor.
2. A statement of audit aspects believed to be of interest to Council.
3. A Management Letter dated December 8, 2010.
4. The Auditors' Report on the 2009 Consolidated Financial Statements, dated December 8, 2010.
5. The Auditors' Report on the 2009 Municipal Financial Information Return dated December 8, 2010.

MOTION CARRIED
Unanimous

5. **Delegations:**

(a) 7:00 P.M. – MP, Kevin Sorenson – Discussion re:

1. Gas Tax Program
2. Future Projects
 - SRC/Library Funding
 - Seniors Centre Funding
 - Red Willow Creek Culvert Replacement Funding
3. Federal Institutional Opportunities or Programs/Services
4. Other?

Member of Parliament (for Crowfoot) Kevin Sorenson entered the meeting at approximately 7:00 p.m.

Mayor Richards welcomed the Town's MP, K. Sorenson to the meeting.

MP, K. Sorenson provided Council with a broad overview of the state of the current Canadian economy with respect to the global recession/recovery, and the underlying success of the national stimulus spending programs.

He advised that Canada has weathered the storm better than most G8 countries however our economic recovery is still fragile and can yet be impacted by global events beyond our control.

He explained further that the creation and/or protection of jobs is very important and that international markets need governmental certainty to assist with stabilization and recovery. The current Canadian Government is prepared to provide that certainty to maintain and enhance investment confidence.

MP, K. Sorenson also advised that the Federal Government intends to return to balanced budgeting in the not too distant future. This will like have an impact on the amount of new available grant funding for future projects.

He was questioned as to whether there were any opportunities for communities to attract new Federal institutions? MP, K. Sorenson was not aware of any "New" opportunities rather only upgrades to existing facilities. He stressed that should the Town become aware of any interested opportunities that he be contacted immediately for support.

He was questioned as to whether the proposed European Trade Agreement would have any detrimental impacts on municipalities. He answered that all trade agreements by their nature have provisions that will impact all level of government's ability to unfairly protect local/national procurement policies.

Discussion continued regarding the potential for future funding/capital spending programs at the Federal level.

Given the time of night, Mayor Richards thanked MP, K. Sorenson for his informative presentation and expressed Council's sincere appreciation for his commitment and assistance to Stettler.

MP, K. Sorenson departed the meeting at approximately 7:46 p.m.

(g) Policy XV-1(b) re: Snow Removal and Clearance

This item was dealt with later in the meeting.

(h) Request for Decision re: Subdivision Approval Extension

Mayor Richards and Councillor Thorogood both declared possible conflicts of interest and by departing the meeting excused themselves from any discussion or voting on the matter.

Deputy Mayor Councillor Fischer assumed the Chair.

CAO R. Stoutenberg advised that the applicants (Ron & Pattie Greidanus) are proposing to create four residential parcels on Lot 1, Block 3, Plan 982 3299 located at 3900-44 Street.

The applicants are proposing that the Town of Stettler Council (Subdivision Authority) grant the applicant a twelve month subdivision approval extension as per the request dated December 21, 2010 and based on the conditions of the original approval.

Brief discussion ensued regarding the appropriateness of this extension under local circumstances.

Motion 11:01:14

Moved by Councillor Campbell that the Town of Stettler Council approve Subdivision Application 2009-01 as presented with the following conditions:

1. The Development Agreement entered into by the applicant and the Town will remain effect until such time that a road Construction Completion Certificate has been issued by the Town of Stettler's Director of Operational Services.
2. The security in form of a Letter of Credit will automatically renew yearly until such time that the warranty period has passed as per the Development Agreement.
3. The Deferred Servicing Agreement will remain in effect until such time that municipal services are available to the properties and they have tied on.

MOTION CARRIED
Unanimous

Mayor Richards and Councilor Thorogood returned to the meeting. Mayor Richards re-assumed the Chair.

(i) Bank Reconciliation as of December 31, 2010

Motion 11:01:15

Moved by Councillor Wildeboer that the Town of Stettler Council accept the Bank Reconciliation as of December 31, 2010 as presented.

MOTION CARRIED
Unanimous

- (j) Accounts Payable in the amount of \$520,707.42

Motion 11:01:16

Moved by Councillor Campbell that Accounts Payable in the amount of \$520,707.42 for the period ending January 13, 2011 for a total amount of \$520,707.42 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

Mayor Richards returned Council's attention to Agenda Item 6(e).

- (e) Memo re: Entrance Signs

Director of Parks and Leisure Services Lee Penner, and Planning and Development Assistant Leann Graham entered the meeting at approximately 7:55 p.m.

Mayor Richards welcomed staff members L. Penner and L. Graham to the meeting.

Planning and Development Assistant L. Graham explained that in 2007 Council approved the Capital Budget for the Community Entrance Signs project at \$25,000 per sign totalling \$100,000. In 2008 design submissions received were substantially higher than this approved budget and therefore Council directed Administration to pursue more affordable options.

She further advised that Administration has since been working with Hi Signs and Tagish Engineering for design options and pricing. The designs are un-illuminated signs; however reflective lettering is proposed to obtain an illuminated effect.

Planning and Development Assistant L. Graham reviewed the four conceptual designs prepared by Hi Signs and two from Tagish Engineering. The total estimated cost (4 signs + installation + landscaping) for any one of the Hi Signs design options is \$108,050. The Tagish Engineering design options are expected to cost substantially more.

Round Table discussion ensued respecting individual Council Member support for various designs and features.

Mayor Richards concluded that a majority of Members of Council supported the conceptual designs supplied by Hi Signs.

Discussion continued respecting proposed entrance sign locations as presented, as well as whether resources should be allocated to illuminate the signs.

CAO R. Stoutenberg advised that following Town Council approval the Town will apply to AB Transportation for sign locations as well as to the County for the east and north signs.

It was questioned whether there could be an opportunity to solicit feedback from the public respecting the four conceptual design submitted by Hi Signs.

It was mutually agreed that Administration will coordinate an informal survey process to solicit feedback from any interested public prior to this item being finalized. Copies of the four designs will be made available on the Town's website, at the front counters of the Town Office and the SRC, and notice/invite to participate will be included in the February newsletter (water bill insert).

It is also hoped that the media will assist by encouraging the public to participate in the survey.

Mayor Richards concluded that Administration will bring this item back for Council's review upon completion of the informal public survey process (likely March 1st, 2011 or later).

Mayor Richards thanked Director of Parks and Leisure Services L. Penner and Planning and Development Assistant L. Graham for attending the meeting and providing valuable input.

Director of Parks and Leisure Services L. Penner departed the meeting at approximately 7:59 p.m.

Director of Operations Melissa Robbins entered the meeting at 7:59 p.m.

9. **Public Hearing:**

- (a) 8:00 P.M. Bylaw 2001-10 re: West Stettler Highway 12 South Area Structure Plan for the SE ¼ 1-39-20-W4

Mayor Richards declared the Public Hearing for Bylaw 2001-10 open at 8:00 p.m.

Present:

Mayor D. Richards
Councillors A. Campbell, M. Fischer, P. Simons, L. Thorogood & S. Wildeboer
CAO R. Stoutenberg
Assistant CAO G. Switenky
Director of Operations M. Robbins
Planning and Development Assistant L. Graham
Press (3)

Mayor Richards explained the purpose of the Public Hearing and noted that there were no members of the public present.

Mayor Richards advised that Bylaw 2001-10 is for the purpose of adopting the West Stettler Highway 12 South Area Structure Plan for the SE ¼ 1-39-20-W4.

Mayor Richards advised that Bylaw 2001-10 was advertised on January 5 & 12, 2011 for the Public Hearing to be held tonight (January 18th, 2011).

Administration informed Council that three (3) written submissions have been received for/or against Bylaw 2001-10.

Review and discussion of the respective submissions ensued. Mayor Richards concluded that Council has given these submissions due consideration.

There were no other representations heard or made.

Mayor Richards declared the Public Hearing for Bylaw 2001-10 closed at 8:07 p.m.

Mayor Richards reconvened the regular Council Meeting at 8:07 p.m.

With the mutual consent of Council, Mayor Richards varied the order of the Agenda to consider Bylaw 2001-10.

Motion 11:01:17

Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 2001-10.

MOTION CARRIED
Unanimous

Motion 11:01:18

Moved by Councillor Simons that the Town of Stettler Council give third and final reading to Bylaw 2001-10.

MOTION CARRIED
Unanimous

Planning and Development Assistant L. Graham departed the meeting at 8:08 p.m.

Mayor Richards returned Council's attention to Agenda Item 6(g).

(g) Policy XV-1(b) re: Snow Removal and Clearance

Mayor Richards welcomed Director of Operations Melissa Robbins to the meeting.

CAO R. Stoutenberg informed Council that the Town's existing snow removal Policy requires updating to appropriately reflect the delivery and execution of these services in a clear and fair manner.

Director of Operations M. Robbins explained that the existing snow removal policy does not reflect the order in which Public Works is completing snow removal and also does not include recently annexed lands.

She advised that the intention with the proposed changes is to produce an authoritative document that is clear to understand and relies on maps rather than descriptions to identify priorities.

The revised policy can be broken into three areas:

- Snow Plowing and Removal
- Ice Control
- Sidewalk Snow Clearing

Discussion ensued respecting proposed changes to routes and priorities. It was mutually agreed that proposed changes respecting snow plowing and removal, as well as ice control (sanding) were appropriate.

Director of Operations M. Robbins highlighted that the biggest change in the proposed policy involves transferring the responsibility for sidewalk snow clearing in some locations back to the adjacent property owners.

She advised that our current policy states that property owners or occupants are responsible for the removal of snow on sidewalks adjacent to their property. However, the Town currently does not follow this and clears a number of local sidewalks; generally relating to historical routes that children use when walking to the school area.

The proposed policy recommends significant changes and reductions in the amount of sidewalks being cleared by the Town. The purpose is to provide a clear, concise policy that is fair to all residents in Town, reduces the Town's liability and allows Public Works to keep the workload manageable.

Discussion ensued respecting:

- the sidewalk routes that are proposed to be eliminated,
- the appropriateness of the mid-winter season timing of this change, and
- provisions for notice of any changes to affected property owners.

Discussion continued respecting whether input and/or feedback should be sought from the Clearview School Division, as well as whether school age census data could be incorporated into our mapping to assess the magnitude of impacts by area.

Mayor Richards concluded that a majority of Council Members did not feel that the sidewalk clearing component of the proposed policy is acceptable at this time.

It was suggested, for workload management purposes, that Administration also consider utilizing a priority route sequence for clearing sidewalks, similar to the priority route mapping used for roadway snow clearing.

CAO R. Stoutenberg advised that for legal purposes the Town should adopt the policy to protect the Town from liability exposure and suggested that the proposed sidewalk clearing section with related maps be replaced with the relevant sections/maps in the old policy until such time as Administration can bring back further revisions to improve those sections.

Motion 11:01:19

Moved by Councillor Fischer that the Town of Stettler Council approve Policy XV-1(b) as presented, with the exception that sections and maps referring to sidewalk snow clearing being replaced with relevant sections of the old snow removal policy; while further administrative review of the sidewalk snow clearing provisions is undertaken.

MOTION CARRIED
Unanimous

Mayor Richards thanked Director of Operations M. Robbins for attending the meeting and providing valuable input.

Director of Operations M. Robbins departed the meeting at approximately 8:35 p. m.

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Richards
- Jan 6 - Government Recovery Program @ SRC
 - Prepared Letter Re: Ray Schissler – Citizen who passed away and was key in bringing the dialysis unit back to Stettler
 - Jan 7 - Town Office
 - Jan 11 - Meeting with Greg and Lee R: east Central Hockey School
 - Strategic Planning meeting
 - Jan 12-19- Mayor Symposium Edmonton
 - Jan 18 - Set up meeting with Jean Madill of Campus Alberta
 - Jan 20 - Informal Meeting with CAO & MP Sorenson
- (b) Councillor Bachman
- Absent – No Report
- (c) Councillor Campbell
- Jan 11 - Strategic Planning Meeting
 - Jan 15 - Bob Dietrich Fundraising Dinner & Auction
- (d) Councillor Fischer
- Jan 6 - Strategic Planning Meeting
 - Jan 11 - Regional Water Service Meeting
 - Jan 12 - Regional Fire Authority Meeting
- (e) Councillor Simons
- Jan 11 - Regional Board of Trade Meeting
 - Strategic Planning Meeting
- (f) Councillor Thorogood
- Jan 11 - Strategic Planning Meeting
 - Jan 13 - Health Advisory Council Meeting
- (g) Councillor Wildeboer
- Jan 6 - Regional Fire Authority Meeting
 - Jan 11 - Regional Board of Trade Meeting
 - Strategic Planning Meeting
8. **Minutes:** (a) Stettler Regional Board of Trade & Community Development Meeting of December 14, 2010
- Motion 11:01:20** Moved by Councillor Wildeboer that the Minutes, item 8(a) be accepted for information.
- MOTION CARRIED
Unanimous
10. **Bylaws:** (a) Bylaw 2001-10 re: West Stettler Highway 12 South Area Structure Plan for the SE ¼ -1-39-20-W4
- This item was dealt with earlier in the meeting following the associated Public Hearing.

11. **Correspondence:**
- (a) Canada – European Union Trade Agreement Could Hurt
 - (b) Alberta Health Services
 - (c) Announcing 2011 – The Year of the Cat
 - (d) Red Deer Advocate – Starting Point: 3.74% Tax Hike
 - (e) User fees Set to Rise for Most Services
 - (f) Trail of the Buffalo Newsletter
 - (g) Governance Zone – Who Leads and How?
 - (h) Letter re: Garbage Pickup

Motion 11:01:21

Moved by Councillor Thorogood that correspondence items 11(a) to 11(h) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.
14. **Adjournment:**

Motion 11:01:22

Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 9:05 p.m.

Mayor

Assistant CAO